

Les Baugh  
County Member

Irwin Fust  
Special District Alternate



Brent Weaver  
City Member

Dick Fyten  
Public Member

Larry Farr  
City Member

Pam Giacomini  
County Member Alternate

David Kehoe  
County Member

Bob Richardson  
Public Member Alternate

James Yarbrough  
City Member Alternate

Brenda Haynes  
Special District Member

Stephen Morgan  
Special District Member

James M. Underwood  
Interim Exec. Officer

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Thursday, October 1, 2015

**Re: PROPOSED CONTRACT EXECUTIVE OFFICER SERVICES (Item # 9b)**

Commissioners:

**Background**

Last August the Commission authorized staff to recirculate a Request for Proposals (RFP) for independent contractor Executive Officer services. The position has been vacant since the former contract executive officer's contract expired on April 2, 2015, with the Shasta LAFCO General Counsel designated thereafter to perform interim executive officer functions. Three proposals to provide contract Executive Officer services have been received for Commission consideration.

**Discussion**

The RFP inviting independent contractors to submit proposals for providing Executive Officer services is attached. All of the responding parties have ongoing or prior LAFCO experience as stated in their respective responses.

However the Commission determines to proceed any resulting Executive Officer contract should specify the work scope to be performed (e.g., review of applications for completeness, preparation and management of budgets, financial management and specific projects such as application fees schedule and cost-accounting review), and provide an for a maximum contract payment amount for specified "standard" services. As in the past, any such contract should also provide for additional potential work scope at a specified rate, for application based work that the Commission could authorize the engaged consultant to perform, to be funded with application fees if and when such applications are submitted to Shasta LAFCO.

The role of Executive Officer, which is mandated by statute, is an important one for the ongoing functioning of this agency. Agency acceptance and determinations of applications completeness to enable further processing, and many other functions the agency is to perform, are to be completed by the Executive Officer. Accordingly, it is recommended that the Commission notice and hold a special meeting, on October 22<sup>nd</sup> or another date preferred by the Commission, solely for the purpose of inviting the candidates to introduce themselves to the Commission, and to enable Commissioners to publicly interview these candidates.

Use of Shasta LAFCO's General Counsel as an interim Executive Officer has allowed basic agency functions to be managed within budget, but the appointment of a new independent contractor Executive Officer to this part-time position will be more cost effective and otherwise in the best interest of the agency in the long-term, and it therefore recommended.

**Alternatives**

1. The Commission could determine to publically interview one or more of the candidates at a subsequently scheduled special or regular Commission meeting, and then determine how to direct staff in negotiating a potential contract with one of the existing candidates to perform the services as stated in the RFP;
2. The Commission could withhold action on this item and instead provide closed-session direction to staff to negotiate a proposed Executive Officer agreement based on the proposals submitted; or
3. The Commission could defer further action on the selection of an Executive Officer to the next regular meeting of the Commission.

**Conclusion & Recommendations**

Based on the foregoing it is recommended that the Commission consider the above stated recommendation and alternatives, with changes or clarifications as the Commission may determine.

Sincerely,



James M. Underwood,  
General Counsel/Interim Executive Officer

Attachments

**FROM THE DESK OF  
MARJORIE BLOM  
MOBLOM CONSULTING  
2160 Oak Crest Drive  
Turlock, CA 95382  
(209) 669-1616 - office or (209) 996-2005 - mobile**

July , 2015

Shasta LAFCO  
James M. Underwood, Legal Counsel and Interim Executive Officer  
2516 Goodwater Avenue, Suite A  
Redding, CA 96002

**SUBJECT: Shasta LAFCO Contract Executive Officer Services**

Dear Mr. Underwood:

Thank you for the opportunity to submit this proposal regarding Shasta LAFCO's search for an Independent Contract LAFCO Executive Officer. As a way of background, I have served as Stanislaus LAFCO's Executive Officer for the past 9 years, and 5 years as the Assistant Executive Officer, for a total of 14 years. I also served four years with CALAFCO as a volunteer Staff Person (Deputy Executive Officer and Executive Officer). I have also worked in the community development field for over 14 years, namely working for several cities in Stanislaus County.

I am now in the process of entering a new chapter in my career and will be retiring from Stanislaus LAFCO on August 3, 2015. This new chapter offers me the ability to provide independent consulting services to other LAFCO's and/or City/County planning agencies. One of the advantages of working with my independent consulting firm is that I offer a wide range of skills and direct LAFCO experience in a professional and cost-efficient manner.

I understand that Shasta LAFCO is looking for a contract LAFCO Executive Officer who has demonstrated experience with specific priorities such as: Implementing and administrating the Commission's adopted policies and procedures; Budget management and internal control; Development of fee policies and procedures for tracking application processing costs; Development of a schedule for the completion of the state-mandated Municipal Service Reviews and Sphere of Influence Updates, as well as the Establishment of prudent reserve or carry-over fund policy.

Attached please find my resume as well as some of the documents that I have prepared for Stanislaus LAFCO that highlights my abilities and characteristics sought by Shasta LAFCO. I look forward to meeting with you in the near future to discuss this proposal. Should you have any questions, please contact my office at (209) 669-1616.

Sincerely,

Marjorie Blom  
*MOBLOM Consulting*

Attachments

**MARJORIE BLOM  
2160 OAK CREST DRIVE  
TURLOCK, CALIFORNIA 95382  
(209) 669-1616**

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**AREAS OF EXPERTISE:**

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| → Local and Regional Planning        | → LAFCO, Planning & Land Use Laws |
| → Preparation of MSR's & SOI Updates | → Environmental Review            |
| → Non Profit Management & Budgeting  | → Grant Writing & Management      |
| → General & Specific Plans           | → Housing Elements                |
| → Project Coordination & Management  | → Municipal Code Enforcement      |

**EMPLOYMENT HISTORY:**

**10/2001 – 08/2015 Executive Officer, Stanislaus LAFCO, Modesto, CA**

Conduct the day-to-day business of the Stanislaus Local Agency Formation Commission (LAFCO) by providing overall management and implementation of the Commissions activities, also supervises other members of the LAFCO staff. Also, prepare and present project staff reports including but not limited to: annexations, detachments, out-of-boundary service extensions, and special district formations; preparation of public hearing and/or conducting authority notices; review environmental referrals and/or documents to assure compliance with the California Environmental Quality Act (CEQA); respond to inquiries from other governmental agencies, special districts, applicants, and the general public, on LAFCO policies and procedures; make oral presentations to the Commission, other agencies and/or community groups. Provide supporting fiscal services such as development of the annual LAFCO budget, management of LAFCO financial accounts.

**04/7/03 – 05/28/04 Independent Planning Consultant to the City of Oakdale**

Provided independent professional planning services by contract to the City of Oakdale for the purposes of preparing the City's Housing Element Update. The City's Housing Element Update was adopted by the City Council on May 24, 2004, reviewed by the State Department of Housing & Community Development (HCD) and deemed in compliance on June 22, 2004.

**08/1999 – 10/2001 Associate Planner, City of Oakdale, CA**

Performed professional level current and long range planning duties, including but not limited to: review and processing of development applications; preparation of staff reports and presented them to the Planning Commission, City Council, and/or other committees; ensured project compliance with zoning, Subdivision Map Act, CEQA, NEPA, and/or other local, state and federal laws and regulations.

Project planner responsible for the City's Housing Element Update and its implementation, project manager for the City's Bicycle and Trails Master Plan, and staff liaison to the STANCOG Consolidated Planning Committee. Also prepared and managed grant programs including housing (Redevelopment, CDBG, HOME, Cal HOME) and transportation planning programs (CMAQ, STP, TEA, EEMP, SR2S).

**02/1996-08/1999 Executive Director, Stanislaus County Affordable Housing Corporation (STANCO), Modesto, CA**

Responsible to a 15-member Board of Directors, implemented the policy agenda of the Board, participated in board recruitment and development; worked with local, state, and federal agencies in developing, acquiring and/or constructing affordable housing projects; fundraising, budgeting and personnel management (including hiring and training of personnel); participated in consensus building with elected officials, community agencies, and special interest groups to encourage the preservation and/or development of affordable housing; provided contract planning services to the City's of Newman, Oakdale and Turlock, and to Stanislaus County. Other duties included organizational development; grant writing, implementation and management of affordable housing and community development programs, and outreach and marketing of the corporation.

**01/1994-02/1996 City Planner, City of Newman, Newman, CA**

Served as staff to the Planning Commission, which included the preparation of agendas, staff reports and meeting minutes; reviewed development applications regarding design review, variances, zone changes, conditional use permits, and code amendments; conducted field inspections; reviewed development sites to ensure code compliance related to signage, landscaping, screening, irrigation and parking; worked with local businesses to encourage participation in the City's Redevelopment Agency Façade Improvement Program; updated the Historic Preservation Zoning Ordinance; assisted in the development of five Neighborhood Planning Area Specific Plans; served on the City's Housing Rehabilitation Loan Committee and SAAG Consolidated Planning Committee.

**OTHER EMPLOYMENT:**

10/1992-01/1994: City Planner/Grant Writer, Housing Division, City of Fort Worth, Texas  
05/1990-10/1992: Assistant Planner, Advanced Planning, City of Modesto, CA  
10/1989-05/1990: Planning Intern, City of Livingston, Livingston, CA

**EDUCATION:**

**California State University, at Stanislaus** **Turlock, CA**

- B.A., Bachelor of Arts, Social Science, 1989
- Coursework towards Masters in Public Administration, 1989-1990

**Modesto Junior College** **Modesto, CA**

- General Education/Photography, 1978-1980

**PROFESSIONAL MEMBERSHIPS:**

- American Planning Association

Resume: Marjorie Blom  
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**PROFESSIONAL REFERENCES:**

**Thom Clark, Public Services Director**  
City of Oakdale  
455 S. Fifth Avenue  
Oakdale, CA 95361  
(209) 845-3615

**Joel Andrews, City Planner**  
City of Patterson Planning Department  
PO Box 667  
Patterson, CA 95363  
(209) 895-8020

**Lou Ann Texeira, Executive Officer**  
Contra Costa LAFCO  
651 Pine Street, Sixth Floor  
Martinez, CA 94553  
(925) 335-1094

**Pamela Miller, Executive Director**  
California Association of Local Agency Formation Commissions (CALAFCO)  
1215 K Street, Suite 1650  
Sacramento, CA  
(916) 442-6536

**EXECUTIVE OFFICER'S AGENDA REPORT  
JULY 22, 2015**

TO: LAFCO Commissioners  
FROM: Marjorie Blom, Executive Officer *MB*  
SUBJECT: **PUBLIC HEARING – CONSIDER ADOPTION OF COMMISSION RULE 46a –  
FORMAL RESERVE FUND POLICY**

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**BACKGROUND**

Currently, Stanislaus LAFCO does not have a formal reserve policy regarding designation of the Commission's fund balance, which is carried over from year-to-year. The Commission, during publicly noticed annual budget hearings, has set aside funds to: 1) allocate reserve monies to fund the hiring of outside legal and/or consultant services; 2) ensure that funds are available to cover liability costs associated with future employee cash-out benefits; and 3) maintain funds in reserve to stabilize LAFCO's operating revenues.

Reserve Fund Policy Purpose

The purpose of a formal LAFCO reserve policy is to ensure that the Commission maintains an appropriate designated reserve fund balance for personnel liability costs (e.g., employee cash out/termination), unexpected operational costs or unrealized revenues, general insurance deductibles, and/or unforeseen costs, such as litigation.

A formal reserve policy would also outline how the Commission intends to designate its net assets (reserves/fund balance/accrued annual interest), and once designated can be classified in a statement of financial position (e.g., annual audit).

Adoption of a reserve policy will also communicate to the Commission's funding agencies (the County and nine cities), interested agencies and the general public how the Commission intends to utilize its fund balance during the annual LAFCO budget process. Further, the policy would establish guidelines and requirements for the classification of fund balances consistent with the Governmental Accounting Standards Board (GASB) Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, for local governmental agencies.

**DISCUSSION**

The Commission currently has two funds on the expense side of its budget, which are built-in for contingency purposes. These funds are considered "undesignated" based on general accounting standards, and are as follows:

1. Miscellaneous Fund (Account No. 62400)

This line item has been established to assist in reducing LAFCO's exposure to operating shortfalls such as unexpected expenses or unrealized revenues, if necessary. (The amount budgeted under this "contingency" fund is typically \$3,000 per year.)

2. Special Department Expense Fund (Account No. 65660)

The primary purpose of the Special Department Expense Fund is to: 1) allocate reserve monies to fund the hiring of outside legal and/or consultant services; 2) ensure that

funds are available to cover liability costs associated with future employee cash-out benefits; and 3) maintain funds in reserve to stabilize LAFCO's operating revenues. In the past, the Commission has typically set aside on average \$25,000 per year towards this fund.

#### Legal Authority

The Cortese-Knox-Hertzberg (CKH) Act or LAFCO law does not specifically spell out a recommended reserve fund, however, Government Code Section 56381 states:

"If, at the end of the fiscal year, the commission has funds in excess of what it needs, the commission may retain those funds and calculate them into the following fiscal year's budget. If, during the fiscal year, the commission is without adequate funds to operate, the board of supervisors may loan the commission funds. The commission shall appropriate sufficient funds in its budget for the subsequent fiscal year to repay the loan."

In essence, the only limit to the Commission's authority on setting its own budget relates to ensuring the adequate funding for the agency. The second paragraph in Government Code Section 56381(a) reads:

"At a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the commission finds that reduced staffing or program costs will nevertheless allow the commission to fulfill the purposes of this chapter."

Although there are no sections of the Cortese-Knox-Hertzberg (CKH) Act that place a statutory restriction on establishing or maintaining an individual LAFCO's reserves, it is however, helpful to establish a formal reserve policy.

#### **PROPOSED POLICY**

Attached as "Exhibit A" is a proposed Reserve Fund Policy, to be incorporated into the Commission's Policies and Procedures Manual as Rule 46a, pending Commission approval.

The Policy was developed utilizing the GASB Accounting standards, as well as benchmarking with other LAFCO's reserve fund policies throughout the State. As the attached Policy indicates, the following classifications for the designation of the Commission's fund balance reserves: Accrued Leave, Operating and General Fund.

These classifications are consistent with the Commission's current practice to set aside funds for costs associated with employee cash-out liabilities, legal defense in case of litigation, unrealized expenses or revenue, and reducing allocation costs for the Commission's funding agencies.

#### **ENVIRONMENTAL REVIEW**

Pursuant to the California Environmental Quality Act (CEQA) Guidelines Article 20, Regulation Section 15378(b)(2), the proposed Reserve Fund Policy is related to continuing administrative activities, and is not considered a project. Therefore, no further action is required under CEQA.

**RECOMMENDATION FOR COMMISSION ACTION**

Should the Commission determine the Reserve Fund Policy is sufficient in its current form, Staff recommends adoption of Resolution No. 2015-11, which:

1. Finds the proposed Reserve Fund Policy is not a project under Article 20, Regulation Section 15378(b)(2) of the California Environmental Quality (CEQA);
2. Finds that the proposed Reserve Fund Policy is consistent with the overall goals and policies of LAFCO; and
3. Adopts the Reserve Fund Policy, as recommended by Staff, or with modifications.

Attachments:

Exhibit A - Proposed Reserve Fund Policy

Draft LAFCO Resolution No. 2015-11

Summary of GASB Statement No. 54 – Fund Balance & Governmental Fund Type Definitions

**EXHIBIT A**  
**PROPOSED RESERVE FUND POLICY**

## RULE 46a: RESERVE FUND POLICY

### A. PURPOSE

This policy establishes the guidelines and requirements for the classification of the Commission's reserve fund balances consistent with the Governmental Accounting Standards Board (GASB) Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, for local governmental agencies.

### B. BACKGROUND

The Commission has in the past designated "reserve" funds during publicly noticed annual budget hearings in order to: 1) allocate monies to fund the hiring of outside legal and/or consultant services; 2) ensure that funds are available to cover the liability costs associated with future employee cash-out benefits; and 3) maintain funds in reserve to stabilize LAFCO's operating revenues. Any funds remaining at the end of the fiscal year have been carried over as part of the fund balance to finance the following year's reserve account.

The Commission also utilized fee revenues collected from application fees as a way to "credit back" revenues to its funding agencies (county and nine cities) for the following year's operating expenses. With the establishment of a formal reserve policy, the Commission can formally utilize a designated "assigned" fund to offset its annual operational budget instead of utilizing its fee revenues, which have varied in amount from year-to-year.

### C. FUND BALANCE CLASSIFICATION

1. The Commission's Fund Balances shall be classified consistent with the GASB Statement Number 54. Reporting of fund balance will be based on the amounts and classifications listed in the fund balance summary of LAFCO's Annual Budget. Classification of the fund balance shall reflect the current plans of the Commission with respect to the use of the fund balance. These plans represent current intention and are subject to change and assignment. Furthermore, the classification of funds (reflecting the current plans for asset use) does not in any way limit the ability of LAFCO to use those funds for other purposes, as deemed necessary by the Commission.
2. Under GASB Statement Number 54, fund balances will be classified as "Non-Spendable" and "Spendable". Spendable categories will be further classified as: Restricted, Committed, Assigned, and Unassigned.
  - a. Non-Spendable: The Commission may designate a portion of its fund balance as "Non-Spendable" for amounts that cannot be spent or are not in spendable form (i.e. prepaid items, land held for resale, long-term receivables), or are legally or contractually required to be maintained intact.

## b. Spendable Category Definitions

1. **Restricted:** The Commission may designate a portion of its fund balance as "Restricted" for amounts that are externally imposed by creditors, grantors, contributions, or laws and regulations of other governments. The Commission may also designate fund balance as "restricted" if required by imposed enabling legislation or regulations.
2. **Committed:** The Commission may designate a portion of its fund balance as "Committed" by formal action for specific purposes, such as enacted ordinances, resolutions, or action items, which prevent the amounts from being used for any other purpose without formal action of LAFCO. Committed funds also include contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.
3. **Assigned:** The Commission may designate a portion of its fund balance as "Assigned" for amounts intended to be used for specific purposes. Examples of assigned funds may include: personnel expense liabilities, unexpected expenses related to potential litigation; or for special needs such as consultant studies.
4. **Unassigned:** The Commission may designate a portion of its fund balance as "Unassigned" for amounts that are in excess of Non-Spendable, Restricted, Committed, and Assigned fund balances. This category can include reserves for the purposes of the creation and/or maintenance of a General Fund.

## D. ALLOCATION OF FUND BALANCE

As set forth in Government Code Section 56381, if at the end of the fiscal year, the Commission has funds in excess of what it needs; the Commission may retain those funds and calculate them into the following fiscal year's budget.

Any funds remaining at the end of the fiscal year will be carried over as part of the fund balance to finance the following year's reserve account. Allocation of LAFCO's fund balance/reserves shall be determined by the Commission in the following manner:

- a. **Assigned:** An "Accrued Leave" fund set at a minimum of 15% of the total operating expenses, and allocated annually during the budget process.

Funds are to be expended for the sole purpose of compensating an employee who leaves the agency's employment of the balance of his/her accrued leave time, in accordance with applicable Federal and State laws, and in conformance with County regulations and LAFCO policies.

- b. Assigned: An "Operating Reserve" fund set a minimum of 10% of the total operating expenses, and allocated annually during the budget process.

Funds may be expended to cover increases in operating expenses following adoption of the Final Budget; or for unexpected expenses (payment of potential litigation or other special needs such as consultant studies).

- c. Unassigned: The "General Fund" shall be set at a minimum of 10% of the total operating expenses, and allocated during the annual budget process.

The General Fund is for the remaining annual fund balance, which is not included in one of the above assigned classifications. The Commission may also utilize funds in this "unassigned" category for the purposes of reducing the annual allocation costs of the funding agencies, if necessary.

**DRAFT**  
**LAFCO RESOLUTION NO. 2015-11**

STANISLAUS LOCAL AGENCY  
FORMATION COMMISSION

RESOLUTION

DATE: July 22, 2015

No. 2015-11

SUBJECT: Adoption of Commission Rule 46a – Reserve Fund Policy

On the motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and approved by the following:

Ayes: Commissioners:

Noes: Commissioners:

Ineligible: Commissioners

Absent: Commissioners:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**WHEREAS**, Stanislaus LAFCO has adopted Policies and Procedures in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act and desires to adopt a policy to ensure that the Commission maintains an appropriate designated fund balance;

**WHEREAS**, the Reserve Fund Policy is consistent with the Governmental Accounting Standards Board (GASB) Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, for local governmental agencies;

**WHEREAS**, adoption of the Reserve Fund Policy is not a project pursuant to Article 20, Regulation Section 15378(b)(2) of the California Environmental Quality Act (CEQA), as there is no substantial evidence that the proposed Policy will have a significant effect on the environment; and

**WHEREAS**, the Commission has considered the written report submitted by the Executive Officer as well as any testimony and evidence presented or heard at the public hearing held on July 22, 2015.

**NOW, THEREFORE, BE IT RESOLVED that the Commission:**

1. Finds that the proposed Policy is not a project, pursuant to Article 20, Regulation Section 15378(b)(2) of the California Environmental Quality Act (CEQA).
2. Finds that the proposed Policy is consistent with the overall goals and policies of Stanislaus LAFCO.
3. Adopts the attached Policy (Rule 46a) to be included in the Stanislaus LAFCO Policies and Procedures Manual.

ATTEST:

\_\_\_\_\_  
Marjorie Blom  
Executive Officer

**SUMMARY OF  
GASB STATEMENT NO. 54**

**SUMMARY OF STATEMENT NO. 54**  
**FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS**  
**(ISSUED 02/09)**

The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions.

This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The initial distinction that is made in reporting fund balance information is identifying amounts that are considered *nonspendable*, such as fund balance associated with inventories.

This Statement also provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

The *committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

*Unassigned* fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Governments are required to disclose information about the processes through which constraints are imposed on amounts in the committed and assigned classifications.

Governments also are required to classify and report amounts in the appropriate fund balance classifications by applying their accounting policies that determine whether restricted, committed, assigned, and unassigned amounts are considered to have been spent. Disclosure of the policies in the notes to the financial statements is required.

This Statement also provides guidance for classifying stabilization amounts on the face of the balance sheet and requires disclosure of certain information about stabilization arrangements in the notes to the financial statements.

The definitions of the general fund, special revenue fund type, capital projects fund type, debt service fund type, and permanent fund type are clarified by the provisions in this Statement.

## SUMMARY OF STATEMENT NO. 54- Continued

Interpretations of certain terms within the definition of the special revenue fund type have been provided and, for some governments, those interpretations may affect the activities they choose to report in those funds.

The capital projects fund type definition also was clarified for better alignment with the needs of preparers and users.

Definitions of other governmental fund types also have been modified for clarity and consistency.

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented.

### How the Changes in This Statement Will Improve Financial Reporting

The requirements in this Statement will improve financial reporting by providing fund balance categories and classifications that will be more easily understood.

Elimination of the *reserved* component of fund balance in favor of a *restricted* classification will enhance the consistency between information reported in the government-wide statements and information in the governmental fund financial statements and avoid confusion about the relationship between reserved fund balance and restricted net assets.

The fund balance classification approach in this Statement will require governments to classify amounts consistently, regardless of the fund type or column in which they are presented. As a result, an amount cannot be classified as restricted in one fund but unrestricted in another.

The fund balance disclosures will give users information necessary to understand the processes under which constraints are imposed upon the use of resources and how those constraints may be modified or eliminated.

The clarifications of the governmental fund type definitions will reduce uncertainty about which resources can or should be reported in the respective fund types.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other health care providers, and colleges and universities.

**SPECIAL DISTRICTS**  
MSR & SOI UPDATE SCHEDULE - BY YEAR

	DISTRICT	ADOPTION DATE	NEXT UPDATE "DUE"
2012	<b>Flood Control / Reclamation -</b> Wendt Ranch Reclamation [inactive]	10-Apr-2007	10-Apr-2012
	<b>Fire Protection Districts -</b> Burbank-Paradise, Ceres Rural, Denair, Mountain View, Turlock Rural, Westport, Woodland Hughson, Industrial, Keyes, Salida, Stanislaus Consolidated, West Stanislaus and Oakdale Rural	25-Apr-2007	25-Apr-2012
2013	<b>Flood Control Districts -</b> Orestimba Creek and Sand Creek	24-Sep-2008	24-Sep-2013
2014	<b>Community Services District -</b> Knights Ferry	22-Jul-2009	22-Jul-2014
	<b>Westside Irrigation &amp; Water Districts -</b> Patterson and West Stanislaus IDs Eastin, El Solyo, Del Puerto, Oak Flat WDs	22-Jul-2009	22-Jul-2014
		22-Jul-2009	22-Jul-2014
	<b>Healthcare &amp; Hospital Districts -</b> Del Puerto Healthcare, Westside Community Healthcare, and Oak Valley Hospital	2-Dec-2009	2-Dec-2014
2015	<b>County Service Areas (CSAs) -- 24 total</b>	26-May-2010	25-May-2015
	<b>Water District -</b> Western Hills	23-Jun-2010	24-Jun-2015
	<b>Community Services District -</b> Monterey Park Tract	23-Jun-2010	24-Jun-2015
2016	<b>Irrigation District -</b> Modesto Irrigation District	26-Jan-2011	27-Jan-2016
	Turlock Irrigation District	25-May-2011	25-May-2016
	<b>Drainage District -</b> Newman Drainage District	27-Jul-2011	27-Jul-2016
	<b>Sanitary District</b> Empire Sanitary District	24-Aug-2011	23-Aug-2016
	<b>Community Services District -</b> Riverdale Park Tract	7-Dec-2011	7-Dec-2016
	<b>Sanitary District -</b> Salida Sanitary District	25-Jan-2012	25-Jan-2017
2017	<b>Water District -</b> Eastside Water District	28-Mar-2012	28-Mar-2017
2018	<b>Water District -</b> Rock Creek Water District	26-Jun-2013	26-Jun-2018
	<b>Mosquito Abatement Districts -</b> Turlock and Eastside	24-Jul-2013	24-Jul-2018
	<b>Irrigation District -</b> Oakdale Irrigation District	24-Jul-2013	24-Jul-2018

September 2, 2015

Shasta Local Agency Formation Commission  
2516 Goodwater Avenue, Suite A  
Redding, CA 96002

Dear Commission:

I would like the Commission to know that I remain interested in serving as your next Executive Officer. I would welcome participation in the Commission's October 1, 2015 selection process.

Shasta County will continue to grow considering new economic opportunities and an influx of people seeking an enhanced quality of life. I would urge the Commission to select a candidate who sees the big picture and can take your agency to the next level of excellence.

Regards,

Shaun Pritchard

**SSP ADMINISTRATION**  
Shaun Pritchard, Principal  
3503 Verano Way  
Cameron Park, CA 95682  
T. 530.409.9112  
[Shaun@sspadministration.com](mailto:Shaun@sspadministration.com)

# Résumé of Shaun S. Pritchard

3503 Verano Way, Cameron Park, CA 95682

Tel. 530-409-9112

Email: [spritchard@hotmail.com](mailto:spritchard@hotmail.com)

LinkedIn: [www.linkedin.com/in/ShawnSPritchard](http://www.linkedin.com/in/ShawnSPritchard)

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## Profile: Executive Administrator

- Twenty-four years of experience in local government, regional government and private sector
- Executive experience in start-up and turnaround operations
- Proven ability in organizing highly effective people and processes needed for the long-term success of agencies
- Demonstrated record of providing agencies with outstanding leadership, negotiation skills and problem solving

## Inclusive Experience:

Governing Board Support  
Public Relations  
Rapid Growth Planning

Policy Development  
Consultant Management  
Grant Management

Budgeting  
Information Systems/GIS  
Conflict Resolution

Legislative Advocacy  
Program Development  
Personnel Management

## Professional Experience:

CALIFORNIA DEPARTMENT of FISH & WILDLIFE, Sacramento, CA

2014 – PRESENT

### Regulation/Legislative Analyst

- Development of emergency and regular regulation packages.
- Command Staff, Liaison Officer for oil spills throughout the State of California

CONSULTANT, Cameron Park, CA

2012 –PRESENT

### Principal

- Involved in general plans, grant management, annexations, formations, detachments, reorganizations, mergers, sphere of influence studies and municipal service reviews.

SOLANO LOCAL AGENCY FORMATION COMMISSION, Fairfield, CA

2000 – 2012

### Executive Officer

- Authored a policy that protected special districts from being negatively financially impacted by city annexations; this policy was challenged by a city, but was upheld by the California Attorney General's Office
- Negotiated for the permanent protection of thousands of acres of prime agricultural lands, this was done without LAFCO even having a policy that required such mitigation
- Successfully coordinated with California's Department of Housing to allow Solano County and Solano's cities the ability to transfer housing allocations; this was used as a model throughout the State
- Negotiated with some of the Nation's largest developers, large-scale residential and commercial developments
- Moved agency to independent status as its first full-time Executive Officer
- Led efforts with local officials for the protection of Travis Air Force Base from urban encroachment through the development of policy, placing permanent protection on lands near the Base
- Facilitated numerous governmental consolidations and mergers to improve efficiency/costs to the public
- Established office space, secured staffing and private sector legal counsel
- Responsible for city and special district annexations, detachments and other governmental reorganizations
- Managed multiple consultant contracts for the purposes of reviewing city and special district service capacity
- Directed multiple planning efforts for envisioning Solano County's future in the areas of economic sustainability, environmental quality and social equity

KAYSINGER BASIN REGIONAL PLANNING COMMISSION, Clinton, MO

1997 – 2000

### Executive Director

- Administered a seven county and fifty-six city Regional Planning Commission, which also functioned as an Economic Development District under the Federal Economic Development Administration, a Transportation Advisory District under Missouri's Department of Transportation, a Solid Waste District under Missouri's Department of Natural Resources and as a regional water quality testing laboratory

- Secured millions of State and Federal dollars for the improvement of a seven-county area infrastructure

**Professional Experience, continued:**

- Increased city and county membership in the regional planning commission from 50% to 100% within two years
- Inherited a solid waste district with over 20 audit deficiencies and achieving compliance with the State of Missouri within a six month period, while initiating a highly successful six county waste paper recovery program
- Board of Directors advisement, legislative tracking and advocacy, staff supervision, annual budget submission, financial management, grant writing, environmental compliance, program administration and public relations
- Special recognition from U.S. Senator Christopher Bond for advocating that the Federal Transportation Equity Act for the 21<sup>st</sup> Century address the improvement of Missouri's Corps of Engineers roadways

WITHLACOOCHEE REGIONAL PLANNING COMMISSION, Ocala, FL

1995 – 1996

**Senior Planner**

- Directed five county Federal Economic Development District in Central Florida under the Federal Economic Development Administration
- Completed revisions of the Strategic Regional Policy Plan, as mandated by the State of Florida
- Served on a senior staff committee for addressing recurrent flooding in Sumter and Lake Counties
- Developed software for demographic studies

KAYSINGER BASIN REGIONAL PLANNING COMMISSION, Clinton, MO

1993 – 1995

**Economic Development Director**

- Directed a Federal Economic Development Administration grant for mitigation of the economic losses due to the Midwest Flood of 1993
- Formulated seven county Transportation Advisory Committee, which worked in conjunction with Missouri's Department of Transportation in prioritizing area projects
- Performed administrative duties for a six county solid waste district

SOUTHWEST MISSOURI STATE UNIVERSITY, Springfield, MO

1992 – 1993

**Graduate Researcher**

- Responsible for a Missouri Department of Conservation grant that combined geographic information systems and water quality data to determine the ecological health of the Finely River Drainage Basin

RILEY MARKETING, Springfield, MO

1991 – 1992

**Cartographer**

- Updated and published over 200 city maps throughout the nation

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS, Maryville, MO

1990 – 1991

**Grant Writer**

- Led Community Development Block Grants for improvement of area infrastructure

**Education:**

FORT HAYES STATE UNIVERSITY, Fort Hayes, KS

- Pursuing Masters of Liberal Studies – Public Administration

2014 - Present

NORTHWEST MISSOURI STATE UNIVERSITY, Maryville, MO

1987 – 1991

- Bachelor of Science, Major/Minor: Geography/Public Administration  
- Graduation with honors/Gamma Theta Upsilon

# George Williamson AICP

*Executive Officer*

## Qualifications

Mr. Williamson, Principal Planner and owner of Planwest Partners Inc., has over 35 years of experience working as a public agency and private sector planner in California, Oregon, Washington and Arizona. Mr. Williamson moved to Humboldt County in 1997, to start Planwest Partners after more than twenty years as an agency and consulting planner. For the last fifteen years, he has been involved in Humboldt County community planning and economic development activities. His community, land use and transportation planning experience offers a broad perspective when engaging organizations, agencies and stakeholders in developing investment, capacity and implementation strategies. He has both principal and project management experience, with expertise in community development, land use and environmental planning, and community involvement and facilitation strategies. He is an American Institute of Certified Planners (AICP) and American Planning Association (APA) member.

## Experience

### **Humboldt, Del Norte & Mendocino Local Agency Formation**

**Commissions.** Serves as Executive Officer providing contract staffing services to the Humboldt & Del Norte Local Agency Formation Commissions. This includes providing staffing services to Humboldt LAFCo since 2007 and Del Norte LAFCo since 2008. As Executive Officer George oversees preparation of Commission meeting packets, annexations and reorganization reviews. He has been involved in the preparation of more than 45 municipal services reviews and sphere of influence updates for member organizations.

**Humboldt Peninsula Services Study.** George, serving as Humboldt LAFCo Executive Officer, led the preparation of the Humboldt Peninsula Services Study, which considered different ways of reorganizing existing service providers on the Humboldt Peninsula. The study examined existing and planned services, considered how services could be provided most efficiently, and evaluated opportunities to restructure services that may result in increased service levels on the Humboldt Peninsula. Participants included the Samoa Peninsula and Arcata Fire Protection Districts, Manila Community Services District, the Humboldt Bay Municipal Water District and multiple property owners.

### **Smith River, Crescent and Fort Dick Fire Protection District MSR and SOI Updates.**

George, serving as Del Norte LAFCo Executive Officer, led the concurrent preparation of the Smith River, Crescent and Fort Dick Fire Protection District MSR and SOI Updates. George worked directly with the fire chiefs to discuss services, response areas, and aid agreements and proposed boundary adjustments to improve district response times. Included were several SOI expansions for the Crescent and Smith River FPDs to match the district's out-of-district response areas. All parties agreed that the proposed SOI expansions would better represent the actual response areas of the districts, improving coordination with neighboring fire service providers, land use authorities, the public and other service providers. These MSR and SOI Updates were approved by the respective FPD Boards and by Del Norte LAFCo in February 2012.

Years of Experience: 35

#### Education

MCP, San Diego State University, 1988

B.S., Social Science w/ Urban Studies Certificate, Portland State University, 1976

#### Licenses/Certifications

American Institute of Certified Planners, 1983

National Charrette Institute, Charrette Certificate, 2011

Efficiency Sales Professional Institute, Sales Professional Certification 2012

James Underwood General Counsel/ Interim Executive Officer  
Shasta LAFCo  
2516 Goodyear Ave Suite A  
Redding, CA 96002

September 25, 2015

**RE: Interest in Providing Executive Officer Services**

Planwest is responding to your request to contract for Executive Officer Services for the Shasta Local Agency Formation Commission (Shasta LAFCo). We recognize that this work has many responsibilities. Most notably:

- Coordinating meaningful planning efforts with public agencies - with multiple service providers in the county, the Executive Officer position offers a unique opportunity to be a key player in LAFCo's role of providing service reviews for Shasta County's cities and special districts, to actively participate in creative problem solving, and to develop big picture solutions to challenging municipal service delivery issues.
- Processing both routine and complex applications - the Executive Officer position provides important technical and policy guidance to local agencies, and evaluates applications affecting growth and development patterns, delivery of urban services, and establishment of local governance options, including annexations, reorganizations, consolidations, out-of-agency services, sphere of influence amendments, and other LAFCo-related proposals.
- CEQA Environmental Services - the Executive Officer position oversees the preparation of environmental documents when LAFCo is the lead agency and provides relevant comments on projects when LAFCo is a responsible agency.

Planwest would support your commission by working with local governmental service providers, state agencies, and the public to consider which governance structure options may be more efficient and effective in terms of costs and the level of service provided relative to the needs of the community. For instance, Planwest completed the first district dissolution in Del Norte County to resolve inactive service accounts by the Pacific Shores Subdivision California Water District. With respect to expanding fire services in rural portions of Humboldt County, Planwest processed landowner petitions and facilitated the LAFCo proceedings for four fire protection districts formation in 2011. In addition, Planwest collaborated with community development, public works, and environmental health departments to update Humboldt LAFCo's policies and procedures for out-of-agency service agreements. If selected, I would serve as your Executive Officer.

Planwest has technical experts with an impressive breadth and depth of knowledge in the core areas of water, wastewater and fire protection services. Former Fire Chief, John McFarland, has over 40 years of fire service experience in Northern California. Stephen Tyler, has more than 30 years of experience operating water and wastewater systems on the North Coast. These key sub-consultants will provide technical support related to municipal service reviews and technical service issues. My Resume is attached.

Sincerely,

George Williamson, AICP Principal Planner  
Planwest Partners, Inc.  
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